

10 APR 1970

MEMORANDUM FOR: Executive Director-Comptroller

SUBJECT : National Civil Service League Career Service  
Award -- Mr. Lawrence R. Houston

1. I want to request your assistance in publicizing and encouraging attendance at the dinner honoring Lawrence R. Houston on 8 May 1970.
2. While the National Civil Service League (NCSL) has not established quotas for the respective agencies, it has urged that a sincere effort be made to insure a meaningful turn-out. I would appreciate your taking it up with the components in the Office of the Director.
3. The basic facts are:
  - a. A dinner honoring the winners of the NCSL Career Service Award will take place at 7:30 p.m. Friday, 8 May 1970, at the Washington Hilton Hotel.
  - b. The dinner will be preceded by a reception and cash bar at 6:30 p.m.
  - c. The cost for government employees and their family members is \$15 per ticket. Non-government persons will be charged \$25 per ticket.
  - d. Reservations may be made for individual seating as well as tables for ten. Internal deadline for reservations is 23 April 1970.
  - e. Dress for the occasion is semi-formal -- business suits for the men, cocktail dresses for the women.

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4. It is further requested that you select an individual who will be responsible for coordinating ticket reservations and payments for the Office of the Director with [REDACTED], Chief, Benefits and Services Division, Office of Personnel. We will need your representative's name by 13 April 1970 at which time [REDACTED] will discuss with him the various procedures to be followed.

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[REDACTED]  
Robert S. Wattles  
Director of Personnel

Headquarters  
**EMPLOYEE BULLETIN**

STATINTL

8 April 1970

NATIONAL CIVIL SERVICE LEAGUE  
CAREER SERVICE AWARDS

1. Mr. Lawrence R. Houston, General Counsel, has been selected for one of the ten awards granted by the National Civil Service League for 1970. In nominating Mr. Houston, the Director of Central Intelligence said in part, "During more than two decades of service, Mr. Houston has compiled a record of achievement so extraordinary that, joined with his devotion and thorough dedication, he has become a key adviser to me as to all other Directors of Central Intelligence." Mr. Houston will receive his award at the League's banquet on 8 May at the Washington Hilton Hotel.

2. The National Civil Service League's Career Service Awards Program was initiated in 1955 to strengthen the public service by bringing national recognition to significant careers in the Federal service. Each year the League grants awards to ten federal career employees who exemplify in an outstanding manner the primary characteristics of the career service. The winners are honored at an awards banquet and each receives \$1,000, a citation, and a gold watch.

3. The Central Intelligence Agency has been singularly honored by the National Civil Service League. Agency employees have now received a League award in seven of the sixteen years since the program was initiated.

DISTRIBUTION: ALL EMPLOYEES

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**Next 1 Page(s) In Document Exempt**

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